

Fees with effect from 1<sup>st</sup> August 2020



<u>Start time</u>	<u>Finish time</u>	<u>Fees excluding lunch and consumables</u>
8:00 AM	12:00 PM	£21.60
8:00 AM	1:00 PM	£27.00
9:00 AM	12:00 PM	£16.20
9:00 AM	1:00 PM	£21.60

### Afternoon

<u>Start time</u>	<u>Finish time</u>	<u>Fees excluding lunch and consumables</u>
1:00 PM	4:00 PM	£16.20
1:00 PM	5:00 PM	£21.60
1:00 PM	6:00 PM	£27.00

### Full day

<u>Start time</u>	<u>Finish time</u>	<u>Fees excluding lunch and consumables</u>
8:00 AM	3:00 PM	£37.80
8:00 AM	4:00 PM	£43.20
8:00 AM	5:00 PM	£48.60
8:00 AM	6:00 PM	£54.00
9:00 AM	3:00 PM	£32.40
9:00 AM	4:00 PM	£37.80
9:00 AM	5:00 PM	£43.20
9:00 AM	6:00 PM	£48.60

### Additional Fees

Hot lunch charge if attending 12 - 1 pm **	£3.30
Consumables fee per half day	£1.00
Consumables fee for sessions over 5 hours	£2.00
Additional ad hoc hourly rate	£5.40

\*\*Lunches are mandatory in Nursery room and optional in the Pre-school room. Once your child moves up to the Pre-school room you have the option to bring a healthy packed lunch or pay extra for the hot lunch.

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## Terms and Conditions

Nursery fees are paid monthly in advance and a non-refundable administration fee of £50.00 per child is due to be paid before your space can be secured.

We do not accept cash. Our method of payment is via BACS

Invoices are due to be paid by the 10<sup>th</sup> day in every month.

We reserve the right to add a late payment charge of 10% of the balance outstanding.

We request that all children attend for a minimum of 2 days per week.

Each child from the term following their 3<sup>rd</sup> Birthday is eligible for up to 570 hours a year Nursery funding. These hours must be taken over a minimum of 2 days each week. The nursery will provide you with the appropriate forms to enable us to process your claim.

Some families qualify for 30 hours childcare. You can find out if you qualify by applying online to HMRC directly. <https://www.childcarechoices.gov.uk>. If you are eligible we require your eligibility code and National Insurance Number in order to verify your claim.

If you are aware you will be late picking your child up from Nursery please inform us immediately. A late collection fee of £20 will be charged for late collection of your child/children up to the first 15 minutes. Thereafter a further £20 for every 15 minutes is chargeable.

The running costs for the Nursery remain constant even when children do not attend therefore all booked sessions are charged at the normal rate. There is no deduction in fees for family holidays or for non-attendance due to sickness or accidents. We do ask that you keep us updated if your child is absent for any reason for safeguarding purposes and to enable us to keep other parents informed of any illnesses. Holiday forms are available in reception.

The Nursery is closed over the Christmas period, on all bank holidays and for 3 inset training days throughout the year. Dates will be always be advised in advance.

If you have two fee paying children we offer a 5% discount on the youngest child's fees until the eldest child either leaves or becomes funded.

We require 4 weeks' notice in writing if you wish to withdrawn your child from the Nursery.

Additional ad-hoc hours can be booked according to availability within the Nursery. Please email or call the Nursery for availability.

If you wish to change hours on a permanent basis we have change of hour's forms in reception for you to complete and hand into the office